



EMS UNLIMITED

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www.ems-unlimited.com / 1-800-674-7764

Mission Statement - Our mission is to deliver professional, compassionate and thorough event medical care, emergency management and emergency response coordination while supporting special events and their constituents in providing an energetic, exciting, memorable and safe occasion for participants and the community.

Purpose - This document is provided to healthcare providers representing EMS Unlimited in an effort to offer standard practices, required procedures and policies and guidelines to best represent the company and our emergency response peers.

Energy - EMS Unlimited serves fun and exciting events- please join our partners in cheering for the event participants and supporting the high energy and enthusiasm.

Customer Service - Before you report to work, remember that everyone you see is a 'customer' - ALWAYS be kind, professional and helpful in any way. If you are not tending to a patient and you can do so without straying too far from your post, always make an effort to help with anything you can. Events hire us because we integrate into their operations team and help with minor tasks. Keep an eye out for safety hazards and anything that needs to be done.

Food & Free items - Working with EMS Unlimited you may be stationed at a location where food/snacks, beverages or other free items are provided to the event participants. As an EMS Unlimited professional representing all of our public safety peers you are encouraged to refrain from partaking in the consumption or acceptance of these free items which are meant for the event participants. Please plan accordingly for your respective assignment and bring adequate food, snacks, sunscreen or other personal items you may need.

Uniforms - Always be in uniform - please wear comfortable shoes and pants/shorts. If at a finish line or aid tent please tuck shirt into pants/shorts, do not wear non-EMS Unlimited attire and take necessary steps to represent EMS Unlimited and all of our fellow medical peers in the most professional manner possible. Pay particular attention to your hat - is it an EMSU hat, GREAT! If not, is it plain in color, no offensive logos, no other EMS organization logo, etc.

Pre-Event Planning: Take time to survey the venue - Locate and identify the best possible evacuation route for patients to be met by ambulance if needed and communicate these with your team mates. Make sure everyone on the team gets time early during their shift to do a venue walk-around. Take a BLS bag with you when you are walking. Take note of where certain things are located such as bathrooms, water fountains, food, start/finish areas, and anything else a participant might ask for (we are often approached as an 'information booth' by participants).

Evacuation and Transport: Utilize 911 to activate emergency resources, Ambulatory patients may be assisted to the nearest Ambulance rendezvous location if practical and clinically safe. At no time can a patient be driven via POV by EMS Unlimited on public roads.

Supplies: EMS Unlimited is providing you with a medical bag for your shift. Do your PSTrax checks at the beginning and end of shift and be sure to set alerts in the gear check section for missing/restock items. As per the email - BYO stethoscope.

PSTrax: If you haven't used PSTrax yet - go to Google Classroom and watch the tutorials.(Clock in with Humanity to watch these and learn the system - it's official training the first time you do it.) (<https://classroom.google.com/c/NTEzNzgZOTc5ODQx?cjc=3okp5fi>) **THIS IS A CRITICAL PART OF OUR ORGANIZATION!** Complete your 'Start of Shift Checks' right after you clock in. The bag check takes a while, that's ok, it's meant to, you need to **KNOW YOUR EQUIPMENT**. Start your 'End of Shift Checks' about an hour before your shift ends. You can do these checks out of order. Start with the Feedback surveys, complete the RQI & suggestion box forms, complete any remaining Participant Contact Logs - then once you're almost done with your shift, log your alerts for used items/restocking, check your bag again, and complete the rest of the 'End of Shift' tasks.

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HINT: If don't have good phone service - 1. connect to event wifi if available, 2. use a team member's hotspot, or 3. write everything down manually and enter ALL of your checks once you get to better service. (Option 3 is NOT the recommended method.) **PSTrax logs MUST be completed for EVERY SHIFT.**

Guidelines for making a call for Ambulance Transport (911) - Call for Ambulance Transport/Rendezvous is to be initiated any time the medical or transport needs of a patient(s) cannot be met by EMS Unlimited. Calling 911 is the primary means for requesting Ambulance transport/rendezvous. Ambulance transport/intercept is mandatory for the following patient categories: When the patient is a minor and a verified parent or adult guardian is present they will be informed of your requirement to activate 911 - if the parent/guardian adamantly refuses 911 you may use your discretion to do what is best for the patient. A PCR should be completed for each of these instances and an AMA refusal if the patient refuses activation of 911.

- ALS is required
- Altered Mental Status
- Chest pain
- Any patient with abnormal vital signs
- Head injuries, altered level of consciousness, decreasing level of consciousness, and/or any possibility of loss of consciousness.
- Analgesia needed
- Any possible fracture
- Any complaints of pain with associated neurological deficits such as but not limited to Paresthesia, loss of sensation, decreased motor function and/or decreased distal circulation

Pictures - EMS Unlimited loves to share what we do through our social media outlets on [Facebook](#), [Instagram](#) and [Twitter](#) in addition to other uses such as proposals, newsletters and much more - any opportunities for **pictures of yourself and your team** using your cell phone or camera are always appreciated. Please text or email pictures to Ebin at 970-819-8236 or ebin@ems-unlimited.com. Do not take pictures that can violate privacy rules or identify your patients.

Getting Paid: Use the Humanity app to clock in/out. Your start and finish times should match your published shift times. If you arrive early go explore the venue and enjoy the environment until you are due to clock in. If for some reason you start early or finish late, you **MUST** text the events line (970-329-2230) to give your reason. A simple 'I started early. Arrived early and CPR situation ensued immediately.' or 'Event organizer requested late finish time - extra 0.5hrs.' Payroll is approved on Monday mornings and if no message was received, your times will be adjusted to match your shift.

All documents required for your event are located here on the EMSU Intranet -

Staff Login *use your google account*

<https://sites.google.com/ems-unlimited.com/emsuintranet/?pli=1>

Staff Login *EMSU2018*

Participant Contact Log: All contacts with patients or any other participant requesting and type of medical/first aid care, treatment or assessment will require completion of the EMS Unlimited Contact Log - Bookmark the link below in your phone to ensure a record is completed for every contact. (this includes anything from issuing sunscreen to bandages or wound care to fractures.

https://docs.google.com/forms/d/e/1FAIpQLSegoxysZd0xekMJJqKw11t9zC1RCmlq_cJWD7nWCzWx56qQHA/viewform

You will see several options for "Disposition" - here are some guidelines:

1. "Evaluated Only" - This means you answered questions but used NO supplies or equipment

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2. "First Aid" - Supplies were used for minor injuries and complaints
3. BLS/ALS Treatment/Assessment provided - Refused Transport (PCR Required) - For when they should go to the hospital but refuse ambulance transport
4. BLS/ALS Treatment/Assessment provided - Transported by Ambulance (PCR Required) - for when you call an ambulance for them
5. BLS Treatment provided - Transported to ED via POV (PCR Required) - When your patient needs to be seen by an ED/Urgent Care and is being taken POV.

A refresher on Documentation:

1. At least 1 set of Vital Signs is required on every PCR (HR, RR, B/P).
2. Pay attention to detail and complete as much of the PCR as possible. If you can not fill in all the blanks, provide a reason why in the narrative.

- **The Event/Customer: Steamboat Marathon -**

<https://www.steamboatcchamber.com/events/annual-events/steamboat-marathon/>

- *The annual Steamboat Marathon will begin on Sunday June 4, 2023. The full marathon, half-marathon and 10K will all start at 0730. The marathon is capped at 500 participants, while the half-marathon can have up to 1200 participants. There is no limit on runner numbers for the 10K. Both the marathon and half-marathon courses have a strict time limit of 5 ½ hours, or a finish time of 1300. The finish for all three races is at 5th and Lincoln, across from the courthouse. The marathon begins 26.2 miles north of the finish, in Hahn's Peak Village. Racers will be shuttled to the start of the race. The half-marathon begins 13.1 miles from the finish on CR 129. Racers will be shuttled for this race as well. The 10K will begin a block over from the finish and will travel through downtown to CR 36 (Road to Strawberry Park), where racers will turn around just past CR 38 (Buff Pass road) and will continue back to the finish through downtown along a different route. Please review the course map and website below and download maps to your smartphone (if possible):*
- *Link to Course Maps:*
<https://www.steamboatcchamber.com/events/annual-events/steamboat-marathon/course-maps/>

- **Event Logistics - read this carefully - it's a little complex!**

- Christopher - meet Ebin at Finish area @ 0700. Ebin will have the ambulance.
- Tanner - Drive SAG (Forrest) with Kirra to Finish (unload Megabag, AED, tent kit, radios) - help Kirra set up tent and organize gear. Cary will drop you at your Aid Station and pick you up on her way back.
- Cary arrive 0700 @ Finish. Pickup SAG, drop BLS bag at Aid 8, Tanner at Aid 7, BLS bag at Aid 6 on your way to Aid 5. Arrive at Aid 5 by 0730 at latest.
- Eitan - pickup bag from Kirra in Hayden the night before (or morning of if not staying in Hayden - call me to confirm on Friday) and arrive at Aid 3 at 0700. After the last runner, help unpack your aid station then drop your bag at the SAG vehicle at Aid 5 on your way back to town. You are then done.
- Skee, Jillian - Cary will drop your bags to your Aid Stations. Be in position at 0700. Leave your bags at your aid station once the last runner goes by. Cary will pick it up with the SAG vehicle. Your shift is done once you leave your aid station.
- Sophia - pickup your Megabag and AED @ Finish from Kirra at 0700 and be at your station by 0730. Once the last runner has turned around, help unpack the Aid Station and

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then return your gear to Kirra @ Finish. Your shift is then done.

- **Carpooling**
 - Please feel free to reach out to each other via Humanity if you would like to request car pooling
- **Food/Groceries/Personal Prep**
 - Please pack your own food. Do not plan on free or provided snacks/food/water. Food at Aid stations is for runners. It will likely be hot with some possible rain so please bring plenty of personal water, but be prepared for rain during the day also.
- **Location**

Various - see chart in document for google map links for each course location.

0700-1330	Ambulance	Finish	Ebin Latrimurti (President/Founder of EMSU) / Christopher Saylor
0600-1330	Med Unit Leader	Finish	Kirra Dyer (Event Team Leader)
0700-1100	EMT	Aid 3	Eitan Arundale
0700-1330	EMT	Aid 5 to SAG	Cary Rhodes
0700-1200	EMT	Aid 6	Skee Springman
0700-1330	EMT	Aid 7	Tanner Mason
0700-1330	EMT	Aid 8	Jillian Somero
0700-1330	EMT	10k turn around (to Finish)	Sophia Neff

Schedule:

0600 - Med L arrive and set-up tent at finish area.

0600-0700 - see Gear Logistics section for specifics....

0700 - all EMSU staff in position at Aid Stations.

Various times - see logistics section for specifics... once runner pass your Aid Station, follow your instructions and clock out. Enjoy the rest of your day!

1300 - 1330 - all runners finished, all med gear delivered back to Kirra at finish area. All remaining shifts done.

Once SAG is back, Kirra & Tanner to load all gear, packup tent kit and get ready for restocking next week.

Local Emergency Contact

Activate 911 if incident is above EMT scope of practice

On-site contact: Event Director - Alex Weissner - 480 518 6624

EMSU Contact: Kirra Dyer - Event Team Leader - 970 329 2230

If you cannot make your shift and need to call off: 1. Attempt to contact EMSU. Contact your Event Coordinator, if no answer, call EMSU Ambulance Dispatch (this is staffed 24/7) do not assume someone has received a voicemail or text message until you actually speak with someone. 970-440-3180.

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Event Emergency Response Guide: (Incident Action Plan - IAP)

General Safety and Action Plan

1. Scope & Purpose

This guidebook is to serve as a pre-event planning guide and day-of event handbook for responding to emergency medical incidents.

References and instructions contained herein are specifically customized for the referenced event. It is unrealistic to describe in-depth plans and response guides for every type of potential emergency. This guidebook is provided to event directors and planners to establish a basic framework for pre-event hazard and risk identification, asset allocation, communications and response objectives.

Medical care and emergency response at the event aims to provide immediate patient access, injury/illness stabilization and assessment by EMT's, Paramedics and RN's provided by EMS Unlimited. EMS Unlimited will utilize 911 via the Lead Medic (Emergency Coordinator/IC) to request extrication and transport assistance from either local EMS, SAR and/or Helicopter EMS (HEMS).

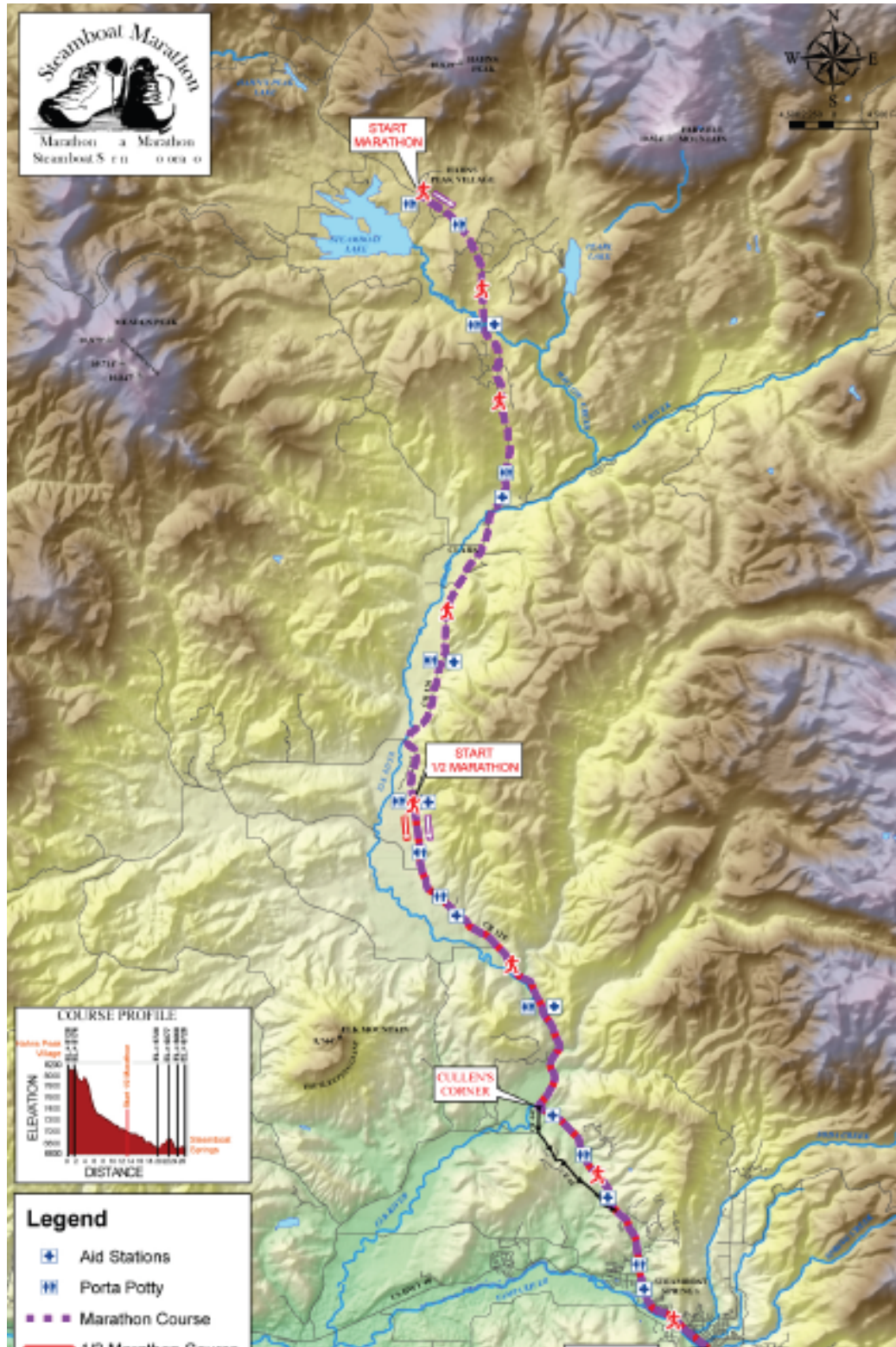
2. The Event

The annual Steamboat Marathon will begin on Sunday June 5, 2022. The full marathon, half-marathon and 10K will all start at 0730. The marathon is capped at 500 participants, while the half-marathon can have up to 1200 participants. There is no limit on runner numbers for the 10K. Both the marathon and half-marathon courses have a strict time limit of 5 ½ hours, or a finish time of 1300. The finish for all three races is at 5th and Lincoln, across from the courthouse. The marathon begins 26.2 miles north of the finish, in Hahn's Peak Village. Racers will be shuttled to the start of the race. The half-marathon begins 13.1 miles from the finish on CR 129. Racers will be shuttled for this race as well. The 10K will begin a block over from the finish and will travel through downtown to CR 36 (Road to Strawberry Park), where racers will turnaround just past CR 38 (Buff Pass road) and will continue back to the finish through downtown along a different route. Please review the course map and website below and download maps to your smartphone (if possible):

Link to Course Map:

<https://sscra.cms.digital-ridge.com/media/79160/Full-Marathon-Map.pdf>

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3. Event Medical & Safety Considerations and Mitigators:

- **Traffic** - This is a road running race, runner interaction with vehicles on the road will be a concern.
 - From 6 a.m. until 3 p.m. the event will **close** the westbound lanes of Lincoln Avenue from 5th to 11th for the finish of all the races. The side streets off Lincoln Ave to Oak Street that will be closed are 6th, 7th, 8th, 9th, 10th, and 11th.
 - The event will have traffic controls in place for vehicular traffic on Hwy 129. Northbound traffic on 129 will be diverted to the left lane just past the entrance to Elk River Estates and proceed north to Cullens Corner where traffic controllers will be in place. Southbound traffic on 129 will be diverted at Cullens Corner onto RCR 44, and then back onto 129 at the intersection of 44 and 129 just north of the airport. From Cullens Corner to the start of the half marathon at approximately Moon Hill there will be one way traffic, controlled by a pilot car leading the traffic on the west side of the road. Traffic controls and pilot car operations will be in place. Please consider these road closures when traveling to your location on course
- **Spectators** – There will be numerous spectators along the course, at aid stations, and at the finish line. Spectators are encouraged and welcome. Event fencing will be in place at the start of downtown through the finish; spectators are required to stay behind the event fencing.
- **Course/Venue Access and Extrication** – Access to the race course from downtown will be by Oak Street and 12th street to Lincoln Avenue. Access to the finish will be by Lincoln Avenue and then on foot to the finish. Access to a patient between 5th and 11th street on Lincoln Avenue will have to come from Oak Street, as this portion of the course will remain closed until 1300. The rest of the race course will be accessible by emergency vehicles on the road. Please note - volunteers have been instructed to call 911 for any runner who needs emergency assistance along the course. Steamboat Ambulance has been notified of road closures.
- **Communications** - Cell phones will be the primary form of communications for all race staff and volunteers. VHF radio communications will be used by the race staff only. EMSU ambulance and Med L will both have 800mhz radios. All on-course incidents and medical concerns will be relayed to Kirra (Med L - IC) at the finish line.
- **Weather** – It is late spring in the Yampa Valley, so anticipate chilly morning temperatures with rapid warming throughout the day. It may rain, it could snow, or it could be sunny and nice. Check the weather the night before and plan accordingly by bringing a rain jacket and warm layers. All races will proceed regardless of the weather, so plan your day accordingly!
- **Heat** – It can be hot in late spring, if so, anticipate dehydration to be a concern for marathon and half-marathon racers. The course offers almost no shade and is run on pavement, so if it is a hot day, this will contribute to dehydration and overheating.
- **Altitude** - Racing will commence at an elevation of approximately 8100 feet and will finish at about 6500 feet.
 - Acute altitude conditions are not expected to be significant for this race; however, please keep in mind that runners may travel from lower elevations to run this race.

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4. Contact Information for Event and Medical Staff

Staff/Emergency Contact Information	
Event Director - Alex Weissner	480 518 6624
EMSU Med L (& Event Team Leader) - Kirra Dyer	970 329 2230
Air Ambulance - Classic Air Medical	911
Ground Ambulance - Steamboat Fire	911
Search & Rescue - Routt County SAR	911
Ebin Latrimurti - Ambulance	970-819-8236
Christopher Sayler - Ambulance	832-509-6069
Eitan Arundale - Aid 3	617-435-4262
Cary Rhodes - Aid 5 & SAG	207-807-8024
Skee Springman - Aid 6	720-810-4208
Tanner Mason - Aid 7	970-234-4761
Jillian Somero - Aid 8	336-382-9354
Sophia Neff - 10k	303-386-2240

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AID STATION LOCATIONS AND GEAR INFORMATION

Aid Station	Coordinates	Miles from Finish	EMS Staff	Gear to pickup from Finish area (Kirra)
#1 - Marathon Start, Hahns Peak Village	40.805762 -106.944099	26.2	None	
#2 - Willow Creek	40.772082 -106.919478	23.2	None	
#3 - Seed House Road (near Slavonia Trailhead Sign)	40.71878 -106.914317	19.4	Eitan	BLS bag
#4 - Round Mountain Ranch	40.678827 -106.931694	16.1	None	
#5 - Half Marathon Start (Moon Hill)	40.635626 -106.941947	13.2	Cary	Megabag, AED
#6 - Big Creek Ranch (Driveway)	40.598402 -106.91435	9.9	Skee	BLS Bag (& polo shirt)
#7 - Christina Campground (Red Dirt Trailhead)	40.582413 -106.896634	8.4	Tanner	BLS bag
#8 - Cullen's Corner	40.548065 -106.888122	5.6	Jillian	BLS bag
#9 - Slate Creek Ranch	40.528317 -106.868912	3.8	None	
#10 - Steamboat Vet Hospital	40.501068 -106.854944	1.7	None	
10K - 10K Turnaround (just past CR36 & CR38 intersection)	40.5134899 -106.8234101	3.1	Sophia	Megabag, AED (& polo shirt)
Finish Line - Lincoln Ave, between 5th & 6th Streets	40.484652, -106.832148	0	Ambi - Ebin & Christopher Med L - Kirra	800mhz radio for ambi AND Med L 6 VHF radios for event staff Tent kit

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**** Please enter the above coordinates into GoogleMaps to look up your exact aid station location. Volunteers will be present at each aid station and aid stations should be noticeable and marked.**

SAG DRIVER SPECIFICS

- The SAG driver's role is to:
 - check on injured/tired racers.
 - assist in aid stations closing down.
 - check each aid station for accidental EMSU gear left behind.
 - Wait at each aid station to give runners enough time to run a couple miles. Leapfrog runners to next aid station and wait.
 - Do not drive at a crawl pace with flashers on behind runners - this causes traffic obstructions and cars behind cannot see runners or judge passing. If you can't get around runners, pull over and wait for runners to get far enough down the road to leapfrog properly with better places to pass.
- **Please text Kirra (970 329 2230) when you arrive at your aid station!**

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5. Emergency Communications:

Communicating during the event will be possible using the following methods

Medium VHF/UHF/ETC	Owner	Reliability/Location	Intended Use
Personal Cell Phones	Anyone who has one/everyone working	Cell phone communications are reliable at all aid stations along the course EXCEPT Christina Campground/Red Dirt Trailhead (#7). Only individuals with At&t will have reliable comms here.	Communication with finish line IC; 911 activation by EMS Unlimited, event staff and volunteers, or bystanders; race communications

7. Generalized Response Plan:

- EMSU staff will respond to injured/sick party at an aid station or finish line.
- Staff will assess this patient, provide care to their level of training, and decide on appropriate course of action. Medical IC at the finish line will be informed of all patient contacts involving 911 activation.
- Staff will fill out a Patient Contact Log for every patient.
- If there is an injured/sick person along the course who is not at an aid station or the finish line, the IC will communicate with the race director and Steamboat Fire to determine the appropriate course of action.

8. Air Evacuation:

- Although not anticipated, Routt County Dispatch will be contacted to call for an air ambulance should one be needed.
- Steamboat Fire will be contacted and will assist in securing an LZ, crowd control, and moving the patient.
- Volunteers will be needed in the event of landing an air ambulance.

9. Ground Ambulance/SAR Ingress and Egress:

- Steamboat Fire will be present at the event finish line. They will be available for patient evaluation and transport and may require our help and the help of volunteers if an ambulance is needed.

10. Coordination of Medical Treatment Protocols:

- As EMTs or ALS providers working for EMS Unlimited, we will only operate within our own scope of practice and under our protocols, as determined by our medical direction.
- In the event of patient transfer, the patient must be transferred to a provider with a higher level of care. Once the patient is transferred, they are no longer in our care and our protocols do not apply to the new provider.

11. Planning in the event additional resources are needed:

- If additional resources are needed, Steamboat Fire will be contacted and requested to send back up. Resources can be pulled from aid stations and relocated to the finish or where needed.

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If you don't have phone service, use this paper log to record participant contacts until you get back to service and can enter the information electronically.

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Event Incident Log

Time:	Bib #		Dispo/Resolution

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Time:	Bib #		Dispo/Resolution	
Time:	Bib #		Dispo/Resolution	
Event Name:			Page ____ of ____	
Event Date				

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